



DEPARTMENT OF WATER RESOURCES
EXAMINATION ANNOUNCEMENT



The Department of Water Resources offers Equal Opportunity for all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

HEALTH AND SAFETY OFFICER
OPEN/NON-PROMOTIONAL

FINAL FILING DATE	December 29, 2008
	Application forms (STD 678) must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason. <u>FAXED OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED.</u>
WHO SHOULD APPLY	This is an open/non-promotional examination for the Department of Water Resources. Applications will not be accepted on a promotional basis.
HOW TO APPLY	Examination Applications (Form STD 678) may be mailed or filed in person to: <div><div>MAILING ADDRESS: Department of Water Resources P.O. Box 942836 Sacramento, CA 94236-0001</div><div>FILE IN PERSON: Department of Water Resources 1416 9th Street, Room 320 Sacramento, CA 95814</div></div> DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF WATER RESOURCES' FIELD OFFICES. Applications are available at Department of Water Resources' (DWR) offices, the DWR website: www.water.ca.gov/jobs/currentexams.cfm , local office of the Employment Development Department, the State Personnel Board (SPB), and the SPB website: www.spb.ca.gov/jobs .
IDENTIFICATION REQUIRED	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Question 2 of the "Application for Examination". You will be contacted to make specific arrangements.
SALARY RANGE	\$4622 - \$5576
ELIGIBLE LIST INFORMATION	An open/non-promotional eligible list will be established for the Department of Water Resources. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
EXAMINATION DATES	The entire examination will consist of a Qualifications Appraisal Interview. It is anticipated interviews will be held February/March 2009 .
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	NOTE: All applicants must meet the minimum qualifications for this examination by the final filing date, December 29, 2008 . Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as " Either " I, " or " II, " or " III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.
MINIMUM QUALIFICATIONS	<div>Either I In the California state service, one year of experience performing the duties equivalent to a Staff Services Analyst, Range C. (Persons applying experience toward this pattern must have had a full-time assignment in California state service performing health and safety activities.) Or II Experience: Two years of increasingly responsible technical program experience beyond the trainee level in environmental health or occupational safety improvement activities. (Experience in a capacity other than safety officer in a large Government agency or major private industry is considered qualifying if health or safety activities occupied a major portion of the time.) and Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)</div>
POSITION DESCRIPTION	The Health and Safety Officer plans and conducts health and injury prevention safety programs; investigates all industrial injuries, takes immediate action to correct seriously unsafe practices and conditions; advises management on current methods and techniques in the health and safety field; develops and implements a program of managing hazardous materials, conducts accident/injury investigations and safety audits and reporting statistics or findings. May also develop safety programs and train other employees on the programs and organize and chair the Safety Committee. <i>Positions exist statewide with the Department of Water Resources.</i>

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

EXAMINATION INFORMATION	This examination will consist of a Qualifications Appraisal Interview – Weighted 100.00%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.
SCOPE OF EXAMINATION	<p>Qualifications Appraisal Interview – Weighted 100.00%</p> <p>In addition to evaluating the competitors’ relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor’s:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. Principles and techniques of industrial health and safety.2. Training methods and techniques.3. CAL-OSHA/EPA/DOT regulations including Worker’s Compensation safety and other local regulations.4. Statistical analysis and methods.5. Handling/disposal of Hazardous Materials (asbestos, lead PCB’s etc.) and written programs and County CUPA. <p>B. Ability to:</p> <ol style="list-style-type: none">1. Develop health and safety programs.2. Evaluate results of health and safety programs and make recommendations for improvement.3. Conduct studies and surveys to determine problems and to make recommendations for solutions.4. Develop and maintain cooperative working relationships.5. Speak and write effectively.
SPECIAL PERSONAL CHARACTERISTICS	Must be willing to travel. Must maintain regular, consistent, predictable attendance. Exercise good judgment.
VETERANS PREFERENCE/CAREER CREDITS	Veterans Preference Credit will not be granted in this examination, as it does not qualify as an entrance examination under the law. Career Credits will be granted in this examination.

GENERAL INFORMATION

The Department of Water Resources reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

For any examination without a written feature it is the candidate's responsibility to contact the Selection Services Section of the Department of Water Resources, (916) 653-4838 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Water Resources’ (DWR) offices, the DWR website: www.water.ca.gov/jobs/currentexams.cfm, local office of the Employment Development Department, the State Personnel Board (SPB), and the SPB website: www.spb.ca.gov/jobs.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

If a candidate’s notice of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test, and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.
California Relay Telephone Service for the Deaf or hearing impaired: From TDD phones: 1-800-735-2929; From Voice phones: 1-800-735-2922.

For information regarding this examination, please contact Stephanie Mendiola at (916) 651-6930.

O/NP (Rev. 12/08)

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